

| CONTROL NO. 179 | C. CLASS DATE OF MAT. | ORIGIN DATE REC'D | FILE NO. ROUTING | | | | | | | | | | | | | | | | |
|---|--------------------------|----------------------|---------------------|---------|----------|------------|----------|------------|----------|--|--|--|--|--|--|--|--|--|--|
| 22 Nov. 55 | 30 Nov. 55 | | CROSS REFERENCE | | | | | | | | | | | | | | | | |
| SUBJECT Property Authorization Control Procedure REF: [redacted] 25X1 | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>ROUTING</th> <th>TIME OUT</th> </tr> </thead> <tbody> <tr> <td>[redacted]</td> <td>11/30/55</td> </tr> <tr> <td>[redacted]</td> <td>11/30/55</td> </tr> <tr><td> </td><td> </td></tr> </tbody> </table> | | | | ROUTING | TIME OUT | [redacted] | 11/30/55 | [redacted] | 11/30/55 | | | | | | | | | | |
| ROUTING | TIME OUT | | | | | | | | | | | | | | | | | | |
| [redacted] | 11/30/55 | | | | | | | | | | | | | | | | | | |
| [redacted] | 11/30/55 | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | | | |
| DEFER ACTION UNTIL 6 Dec. 1955 | | ANSWERED | NO REPLY | | | | | | | | | | | | | | | | |
| COURIER NO. | | | | | | | | | | | | | | | | | | | |

31 May 1956

FORM NO. 35-1
FEB. 1952

FILE AND ROUTING SLIP

(18-40)

4

~~SECRET~~
CONFIDENTIAL

C/WE-Administration

19 MAR 1956

Chief, Technical Accounting Staff
Office of the Comptroller

C/WE-Admin Memorandum dated 22 November 1955 re Property Authorization Control Procedure

25X1

1. In reply to the above memo, this is to advise you that the problems outlined are presently under consideration and that [] has been distributed for coordination and authentication by the Regulations Control Staff.

25X1

2. Until final approval and implementation of [] an interim procedure has been established between the Office of Communications and the Office of Logistics whereby materiel transferred from the ZI to a Commo depot overseas would be charged to a special cost account until such time as it is issued. Monthly issue reports will then be forwarded to headquarters for costing to the project and crediting to the special cost account. The Office of Communications has notified its field depots to forward copies of issue documents to headquarters along with the monthly report for the use of the area division.

25X1

25X1

TAS/LOH/ael (16 March 1956)

Orig. & 1 - Addressee

1 - Comp. Files

1 - TAS Subject Return

1 - TAS Chrono

1 - TAS Reading

SEARCHED.....
INDEXED.....
SERIALIZED.....
FILED.....
160-3409-9
KEY CLASS C
26/12/79
17 22
09 38 02
8

25X1

Subject: re Property Authorization Control Procedure.

25X1

PJ CONFIDENTIAL

1. In reply to the above memo, this is to advise you that the problems outlined are presently under consideration and [redacted] have been placed out for coordination by the ^{and} ~~Logistics~~ Control Staff for ~~Coordination~~.

2. As an interim measure, until final approval of [redacted] a procedure has been established between the Office of Communications and the Office of Logistics whereby ~~material~~ transferred from the J1 to a Comm depot overseas would be charged to a special cost account until such time as it is issued. Monthly issue reports and issue documents will then be forwarded to Headquarters for the costing to the project and crediting to the special ~~cost~~ account. The Office of Communications has notified its depots to forward copies of issue documents to Headquarters along with the monthly report for the use of the area division.

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UNCLASSIFIED

Approved for Release 2002/07/18 : CIA-RDP79-OA00200120017-8 CONFIDENTIAL

SECRET

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ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

| FROM: | | | | TELEPHONE | NO. | |
|-------------------|----------|-------|-------|--------------------|-----------|----------|
| TO | ROOM NO. | DATE | | OFFICER'S INITIALS | TELEPHONE | COMMENTS |
| | | REC'D | FWD'D | | | |
| 1. WE/ADmin | | | | ✓ | | |
| 2. | | | | | | |
| 3. Comptroller | | | | 29 Nov 55 | | |
| 4. Chief Clerk | | | | 30 Nov 55 | | |
| 5. [Redacted] | | | | 1 Dec 55 | | |
| 6. 25X1 V | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| 10. | | | | | | |
| 11. | | | | | | |
| 12. | | | | | | |
| 13. | | | | | | |
| 14. | | | | | | |
| 15. | | | | | | |

Field Supply Procedure

8 Sept 1955

see 115
not sent out

25X1

Let's discuss after you
and [Redacted] have
read.

Next [Redacted] 25X1

25X1

25X1

call [Redacted]

1602-1

Re para - this should be
accomplished by establish-
ment of special bank accountsee Ray Wednesday
1/18/55

25X1

22 November 1955

MEMORANDUM FOR: The Comptroller

SUBJECT : Property Authorization Control Procedure

25X1 REF : [redacted]

1. The experience of this Division in endeavoring to fulfill its responsibilities as set forth in paragraph 3 of referenced instruction indicates that the present procedures governing Property Authorization Control are deficient in respect to the control of issues of communications materials effected by the Overseas Installations of the Office of Communications. The communications material supplied to WE Missions by the Commo Overseas Installations has proven to be of considerable volume and cost. It is apparent therefore that any procedure designed to control the issue of property to Agency activities must give particular attention to this component of the Agency's supply system. It must also provide for the reporting of Communications issues to Headquarters in order that these issues may be recorded in the Property Control Records maintained by the operating divisions. The present system does not require such reporting. Nor, insofar as can be ascertained by this Division, has there been any reporting of such issues to Finance Division for recording in the Agency's Project Cost records.

25X1

2. Several WE Field Stations have been directed to forward requests for Communications materials direct to the Chief of the Communications Overseas Installation in their respective areas [redacted]

25X1 [redacted] It is our understanding that the supply officer of the overseas installation will honor such requests providing the activity for which the material is requested has a properly approved Communications Annex. Communications annexes for operational activities are not approved on a fiscal year basis as a rule but are geared to the approval period of the project. In the case of PP-PM activities the Communications annex would therefore cover a period of 2 years. In the case of FI activities the Communications Annex would cover a period of one year but this would not necessarily coincide with the fiscal year period 1 July--30 June. It is apparent that a supply policy permitting issues based on other than the fiscal year program is in conflict with the basic concept of the Property Authorization Control Procedure.

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25X1

25X1

3. It should be noted here that this Division raised the question of controlling the field issues of Commo materials during the discussions of the proposed [redacted]. It would seem that [redacted] in its present form, leaves this question unanswered. We also wish to point out that WE Division has attempted to lay on interim procedures with the Office of Communications which would give some measure of control over Commo supply issues to WE activities. In a memorandum dated 1 August 1955 from WE/C-Admin to the Office of Communications it was requested that the Communications Overseas Installations forward to WE Headquarter's copies of the documents reflecting the cost of all issues of material to WE activities in order that such information could be recorded in the Property Authorization Control records. In a memorandum dated 14 October 1955 we were informed by the Office of Communications that, because of the present workload on supply personnel, they could not comply with this request.

see next page

4. In view of the above facts, it is requested that the Technical Accounting Staff study the present Property Authorization Control procedure with a view to broadening its scope to cover the operations of the Overseas supply bases operated by the Office of Communications. It is recommended that particular attention be directed to the present policy of these supply bases which permits issues based on Communications annexes rather than a fiscal year authorization.

5. It should be recognized that until appropriate revisions have been made in the Property Authorization Control procedures, providing for adequate reporting and control of communications supply issues, this Division will be unable to fulfill its responsibilities as set forth in reference instruction. It is therefore requested that this matter be given immediate attention. The Administrative Staff of this Division will be glad to render whatever assistance it can in developing a practical solution to this problem.

25X1

[redacted]
C/WE-Admin.

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Approved for Release 2002/07/12 CIA-RDP79-A0065A001200120017

UNCLASSIFIED CONFIDENTIAL SECRET

25X1 CENTRAL INTELLIGENCE AGENCY
25X1 OFFICIAL ROUTING SHEET

| TO | NAME AND ADDRESS | INITIALS | DATE |
|-------------|------------------|----------------|--------|
| 1 | | RDL | 2/2/56 |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| ACTION | DIRECT REPLY | PREPARE REPLY | |
| APPROVAL | DISPATCH | RECOMMENDATION | |
| COMMENT | FILE | RETURN | |
| CONCURRENCE | INFORMATION | SIGNATURE | |

Remarks:

Comments + Return
See attached comments -
Recommend you talk to
25X1
also - He
hasn't seen this.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

Approved for Release 2002/07/12 CIA-RDP79-A0065A001200120017

(40)

To
From

CONFIDENTIAL

25X1

My comments regarding the attached memo -

25X1

(1) Concur generally with para 1 as implementation of the [redacted] procedure is far from grooved at this stage.

(2) How can a Project annex be approved for a period less than or more than the basic Project approval. I do not believe independent approval action, limited to fiscal years for only the annex, would be sanctioned by DDP. Correction of the difficulty should be made at the root of the evil or by limiting Projects' approvals to fiscal years. In effect this is really done since budgets and funds are on a fiscal year basis.

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(3) Regarding para 3 we did not want to set up for w.e. an ultimate

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procedure because at the time
of their request we were
working with [redacted] on an
authorized procedure. Mr
[redacted] has been doing some
work on determining what
documentation can be originated
by the field activities that will
provide for both a financial and
logistical use, i.e. it will
show not only the funds but
the items.

Re para 4, at present the
only controls on Projects is the
annex, as the various Finance
Officers have not implemented the
control procedures. At such time
as the financial controls exist they
will automatically take precedence
over the annex. Bear in mind
that the Operating Div will make
the individual Project allotments to
the field. Therefore [redacted] will
be responsible for informing the Finance
Officer of disbursements and their value but
control will be with the Finance Officer.

Ray - Please Comment

✓ Return

Lost

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22 November 1955

MEMORANDUM FOR: The Comptroller

SUBJECT: Property Authorization Control Procedure

25X1

REF:

: [redacted]

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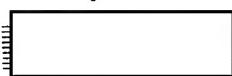
[redacted] 25X1

C/WE-Admin.

DATE:

19 Mar. '56

INDEX:



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25X1

TO: C/WE- Administration

FROM: C/TAS

SUMMARY: C/WE-Admin Memo dated 22 Nov. '55 re Property Authorization
Control Procedure

FILED: PROCEDURE - General

Property Authorization

INDEXER:

REMARKS: